



Washington State  
Public Works Board  
Public Works Trust Fund  
Loan Application Packet  
2006-2007

<b>Eligible Jurisdictions</b>	Counties Cities/Towns Water Districts Sewer Districts PUD's Other Districts (excluding Ports and School Districts)
<b>Eligible Systems</b>	Bridges Roads and Streets Domestic Water Systems Sanitary Sewer Systems Storm Sewer Systems Solid Waste and Recycling Systems

<b>PWTF Programs</b>	<b>Due Dates</b>	<b>Maximum Amount</b>
Construction - Submit one (1) original and four (4) copies	May 8, 2006	\$7,000,000
Pre-Construction - Submit one (1) original and four (4) copies	5 <sup>th</sup> of the Month	\$1,000,000
Emergency - Submit one (1) original and one (1) copy	5 <sup>th</sup> of the Month	\$500,000
Planning - Submit one (1) original and one (1) copy	5 <sup>th</sup> of the Month	\$100,000

**Mail/Ship/Hand Deliver to:**

Public Works Board  
Evergreen Plaza Building  
711 Capitol Way – Suite 102  
Post Office Box 48319  
Olympia, Washington 98504-8319  
(360) 586-4120

For more information, please visit the Board's website at [www.pwb.wa.gov](http://www.pwb.wa.gov).

For information about other financing programs, please visit the Infrastructure Assistance Coordinating Council's (IACC) website at [www.infracfunding.wa.gov](http://www.infracfunding.wa.gov) (developed and maintained by the Transportation Improvement Board).



**TABLE OF CONTENTS**  
**APPLICATION FORMS AND INSTRUCTIONS**

Helpful Hints. .... 5

Instructions..... 6

Threshold Requirements ..... 8

Section1: Applicant Information..... 10

Section 2: System Information ..... 10

Section 3: Project Information ..... 11

Section 4: Project Need/Solution..... 16

Section 5: Local Management Performance ..... 20

Attachments

Applicant Certification..... 25

Preparer Certification ..... 26

Application Checklist ..... 27



# Helpful Hints

## This is a highly Competitive Application Process

- Use the most current application – it has changed from last year. Do not simply resubmit a previous application.
- All questions are important, and must be answered
- All answers must stand alone
- Read application and instructions completely
  - Project Need/Solution Section requires a project specific response
  - Local Management Performance Section requires a system specific response
  - Make sure that all dates clearly state the START Month/Year
- Fill out all questions completely
- No points will be awarded for unanswered questions
- Do not submit plans or similar documents but clearly reference them
- Form an application team
  - Public Works staff
  - Budget staff
  - Does it make sense
  - Have someone “outside” - not familiar with the application review it. Sometimes we’re too close to pick up on obvious things.
- Review application prior to submittal (are all pages included in all copies, have you attached all resolutions, maps, etc.?)
- Complete Application Checklist

# INDIVIDUAL PROGRAM APPLICATION INSTRUCTIONS

## Please review before proceeding

### Construction Applicants (Competitively Scored)

Section 1: Applicant Information  
Section 2: System Information  
Section 3: Project Information – including project site map  
Section 4: Project Need/Solution  
    Part A  
    Part B  
Section 5: Local Management Performance  
    Part A  
    Part B  
Applicant Certification  
Certification by Preparer of Application  
Attach Project Map and any relevant resolutions or ordinances

### Pre-Construction Applicants (Competitively Scored)

Section 1: Applicant Information  
Section 2: System Information  
Section 3: Project Information – including project site map  
Section 4: Project Need/Solution  
    Part A  
    Part B  
Section 5: Local Management Performance  
    Part A  
    Part B  
Applicant Certification  
Certification by Preparer of Application  
Attach Project Map and any relevant resolutions or ordinances

### Emergency Applicants (Scoring is Pass/Fail – No Points Awarded)

Section 1: Applicant Information  
Section 2: System Information  
Section 3: Project Information – including project site map  
Section 4: Project Need/Solution  
    Part A  
    Part B **REQUIRED BUT NOT SCORED FOR EMERGENCY PROJECTS**  
Section 5: Local Management Performance **REQUIRED BUT NOT SCORED FOR EMERGENCY PROJECTS**  
    Part A  
    Part B  
Applicant Certification  
Certification by Preparer of Application  
Attach copy of Adopted Emergency Resolution  
Attach Project Map

### Planning Applicants (Scoring is Pass/Fail – No Points Awarded)

Section 1: Applicant Information  
Section 2: System Information  
Section 3: Project Information – **EXCLUDING** Performance Measure  
Section 4: Project Need/Solution  
    Part A  
    Part B – **REQUIRED BUT NOT SCORED FOR PLANNING PROJECTS**  
Applicant Certification  
Certification by Preparer of Application

**Sections Of Applications And Attachments Necessary For Submittal Of Each  
Public Works Trust Fund Program application**

	Construction	Pre- Construction	Emergency	Planning
Section 1: Application Information	✓	✓	✓	✓
Section 2: System Information	✓	✓	✓	✓
Section 3: Project Information	✓	✓	✓	✓
Section 4: Project Need/Solution - A	✓	✓	✓	✓
Section 4: Project Need/Solution - B	✓	✓	✓	✓
Section 5: Local Management Performance - A	✓	✓	✓	
Section 5: Local Management Performance - B	✓	✓	✓	
Applicant Certification	✓	✓	✓	✓
Certification by preparer of application	✓	✓	✓	✓
Project Map	✓	✓	✓	
Any relevant resolutions (emergency, side sewer, etc)	✓	✓	✓	

## Threshold Requirements

### Please Review Before Proceeding

#### Applicant

In order to qualify for financing through the Public Works Trust Fund, Board staff will verify that the applicant meets the following conditions:

#### A. Real Estate Excise Tax Imposition:

For counties, cities, and towns, the applicant must be imposing the one-quarter of one-percent Real Estate Excise Tax (REET) as allowed by RCW 82.46.010(2) at the time of application.

#### B. Growth Management Act Conformance:

For counties, cities, and towns planning under the Growth Management Act (GMA), the applicant must have adopted a Comprehensive Plan and Development Regulations by the Act's designated deadline or by the Public Works Trust Fund application deadline, whichever is later. The applicant must not have any Findings of Non-Compliance or Invalidity Orders pending. For questions regarding your GMA status, contact the Growth Management Unit in the Department of Community, Trade, and Economic Development at (360) 725-3000.

#### Growth Management Act – Exception:

Counties, cities, and towns planning under the Growth Management Act that are not in conformance with the Act may request an exception to this requirement when the project is necessary to address a public health need or a substantial environmental degradation issue. To qualify for the exception, the jurisdiction must have a letter from the appropriate agency stating that the exception has been granted.

The letter must be postmarked on or before the application deadline. Attach the letter to the application. If you do not have a letter, contact the appropriate state agency and your Client Service Representative before submitting your application.



**C. For Cities and Counties not planning under the Growth Management Act**

Jurisdictions not planning under the Growth Management Act, must have adopted a Capital Facilities Plan for all systems it owns on or before the application deadline that meet the following criteria.

- The plans provide an inventory of major system components, show their locations and capabilities, and assess the overall capital needs for the systems;
- The plans identify, prioritize, and coordinate major capital improvement projects over a six-year period;
- The plans estimate capital project costs and/or identify financing alternatives for each project identified;
- The plans have been updated in the last six (6) years;
- The planning process provides opportunity for early and continuous public participation;
- The plans are consistent with elements of the Comprehensive Plan formally adopted by the governing body of the local jurisdiction;
- The plans are consistent with the Comprehensive Plans of neighboring jurisdictions; and
- The plans must forecast future needs for capital facilities and show their location, and estimate the capabilities of the expanded or new facilities.

**D. Special Purpose District Consistency with Local Comprehensive Land Use Plans:**

Capital Improvement Plans of special purpose districts must show consistency with the Comprehensive Land Use Plans of the local jurisdiction(s) in which they reside.

**E. Emergency Project Only**

Jurisdiction must have declared an emergency and attached the resolution to the application.

**F. Sanitary Sewer projects only:**

Does the project include repair and/or replacement of side-service sewer connections on privately owned property?

If "Yes", the jurisdiction must adopt an ordinance or resolution declaring such repair and/or replacement to be the public policy of the jurisdiction and setting forth the finding of public benefit. The ordinance or resolution must be in place before the application submittal. Attach the ordinance or resolution to this application. Please note, the ordinance must be related specifically to the area affected by this project.

☐ Yes☐ No

## Section 1: APPLICANT INFORMATION

### APPLYING FOR: (Check Only One)

<input type="checkbox"/> Planning	<input type="checkbox"/> Pre-Construction	<input type="checkbox"/> Construction	<input type="checkbox"/> Emergency
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Borrower:

Municipal Corporation Agency (MCAG) Number:

Federal Tax ID #:  -

Street Address:

Mailing Address:

State:  Zip Code:  -

County:

Congressional District:	<input type="text"/>	Legislative District(s):	<input type="text"/>
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Has the local government experienced severe fiscal distress resulting from a natural disaster or emergency public works need in the past five years?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If "Yes," describe the event, when it occurred, and the fiscal distress it caused.		

## Section 2: SYSTEM INFORMATION

Primary system affected by this project. **(Check only one)**

<input type="checkbox"/> Bridge	<input type="checkbox"/> Road	<input type="checkbox"/> Domestic Water
<input type="checkbox"/> Storm Sewer	<input type="checkbox"/> Sanitary Sewer	<input type="checkbox"/> Solid Waste/Recycling

## Section 2: SYSTEM INFORMATION - continued

Population within jurisdiction:  Percent affected by this project:  %

Contact Person:

Street Address:

Mailing Address:

Telephone:  ( \_ \_ ) \_ \_ - \_ \_ \_ \_ FAX:  ( \_ \_ ) \_ \_ - \_ \_ \_ \_

Email Address:

## Section 3: PROJECT INFORMATION

Project Title:

**Scope of Work:** Describe in detail what will be done as part of this project.

### Section 3: PROJECT INFORMATION - continued

#### **Proposed Performance Measure (For Pre-Construction, Construction and Emergency applicants only):**

Describe how the success of the project will be measured. Be sure to identify how the change will be measured, the standard against which the change will be noted, the amount of change that is expected, and when the change will have occurred.

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#### ***Attach Project Map (required)***

Total Project Cost:

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PWTF Loan Request:

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Does the financing or development of the project involve any other jurisdiction? If yes, please identify\_\_\_\_\_

\_\_\_\_\_

☐ Yes

☐ No

Applicant certifies that the improvement has a minimum life expectancy of 20 years.

☐ Yes

☐ No

### Section 3: PROJECT INFORMATION - continued

#### Project Schedule

Indicate the month and year when the activities were or will be completed.

***For Pre-Construction Applications, please limit schedule to Pre-Construction Activities.***

***For Planning Applications, list activities in "Other" categories below.***

Activity	Current Status	Completion Date
Engineering Report		__ / __
Environmental Review		__ / __
Land/ROW Acquisition		__ / __
Permits Obtained		__ / __
Public Involvement/Information		__ / __
Preparation of Bid Documents		__ / __
Award Construction Contract		__ / __
Start Construction		__ / __
Complete Construction		__ / __
Project in Use		__ / __
Other:_____		__ / __
Other:_____		__ / __
Other:_____		__ / __
Other:_____		__ / __

### Section 3: PROJECT INFORMATION - continued

#### Project Costs

***For Pre-Construction Applications, please limit cost estimates to pre-construction activities. For Planning Applications, list costs in "Other" categories below.***

Engineering Report	\$
Environmental Review	\$
Land/ROW Acquisition	\$
Permits	\$
Public Involvement/Information	\$
Bid Documents	\$
Construction	\$
Other Fees	\$
Contingency (____%)	\$
Other: _____	\$
Other: _____	\$
Other: _____	\$
Other: _____	\$

TOTAL ESTIMATED COSTS

\$

### Section 3: PROJECT INFORMATION - continued

#### Project Financing

Type of Funding	Source	Amount
Grants		
Grant #1		
Grant #2		
Grant #3		
<b>Total Grants</b>		
Loans		
<b><i>This PWTF Request</i></b>	<b>PWB</b>	
Other Loan #1		
Other Loan #2		
<b>Total Loans</b>		
Local Revenue		
Source #1		
Source #2		
Source #3		
<b>Total Local Revenue</b>		
<b>Other Funds</b>		
<b>Total Funding</b>		

#### Loan Terms for all PWTF Programs

Program	Local Match -- Interest Rate		Repayment Term
Construction	Minimum of 5% Local Match linked to Interest rate		20 years or life of the improvement, whichever is less
	15% Local Match = ½% Interest Rate		
	10% Local Match = 1% Interest Rate		
	5% Local Match = 2% Interest Rate		
Pre-Construction	Minimum of 5% Local Match linked to Interest rate		5 years (extended up to 20 years if construction funding is secured by the second loan repayment date)
	15% Local Match = ½% Interest Rate		
	10% Local Match = 1% Interest Rate		
	5% Local Match = 2% Interest Rate		
Emergency	No Match Required	3% Interest Rate	20 years or life of the improvement whichever is less
Planning	No Match Required	0% Interest Rate	6 Years

**Section 4: PROJECT NEED/SOLUTION****Construction and Pre-Construction (Total Need/Solution Points = 40)**Not Scored for Planning and Emergency Applications, but you are required to fill out Section 4.**The following are the priorities of the Board  
when selecting projects for financing**

PRIORITIES	PROBLEM STATUS	DOCUMENTATION	SOLUTION
Public Health & Safety	Existing	Regulatory Orders	Solution clearly meets Need
Environmental Health	Potential	External Agency impact	Solution does not clearly meet full need
System Performance		Completed Studies	Solution does not meet need
Growth/Economic Development		Internal Monitoring	
		Aware of Problem	



**A. Project Category (6 points maximum for Construction and Pre-Construction)**  
 Identify the category (ies) of the system(s) directly affected by the proposed project.  
 (Check all that apply.)

Bridge/Road/Street	Domestic Water	Sanitary Sewer
<input type="checkbox"/> Principle Arterial	<input type="checkbox"/> Supply/Source-Primary	<input type="checkbox"/> Treatment
<input type="checkbox"/> Minor Arterial	<input type="checkbox"/> Supply/Source-Secondary	<input type="checkbox"/> Interceptor/Trunk Line
<input type="checkbox"/> Major Collector	<input type="checkbox"/> Treatment	<input type="checkbox"/> Pump/Lift Station
<input type="checkbox"/> Minor Collector	<input type="checkbox"/> Storage	<input type="checkbox"/> Collector
<input type="checkbox"/> Local/Other	<input type="checkbox"/> Transmission	<input type="checkbox"/> Telemetry/Equipment
	<input type="checkbox"/> Distribution	<input type="checkbox"/> Conservation/Other
	<input type="checkbox"/> Telemetry/Equipment	
	<input type="checkbox"/> Conservation/Other	

Storm Sewer	Solid Waste/Recycling
<input type="checkbox"/> Storage/Detention	<input type="checkbox"/> Waste Reduction/Recycling
<input type="checkbox"/> Treatment	<input type="checkbox"/> Remedial Action
<input type="checkbox"/> Interceptor/Trunk Line	<input type="checkbox"/> Final Disposal
<input type="checkbox"/> Collector	<input type="checkbox"/> Transfer Station
<input type="checkbox"/> Other	<input type="checkbox"/> Other
Do you have a separate storm sewer utility?  <input type="checkbox"/> Yes <input type="checkbox"/> No	

## **B. Project Need and Solution**

**General Instruction for all Applicants: Whenever possible, identify and quantify:**

1. Any official orders or requirements that demonstrate the need for this project;
2. The number of people who are or will be affected;
3. The impacts that the existing situation has or will have on those people;
4. The impacts that the existing situation has or will have on system operation and expenses;
5. The impacts that the existing situation has or will have on the environment and endangered species;
6. Identify studies, plans, reports, or other materials that document the situation and its impacts or potential impacts. (Do not submit studies, plans, etc.)
7. Any other information/data that will put the need and the solution for the project in clear perspective.

(Attach additional pages if necessary.)

### **1. Construction and Preconstruction Applicants (34 Points Maximum for Construction and Pre-Construction)**

Describe in detail why the local government intends to complete this project. Describe the seriousness of the problem(s) you are proposing to solve and the benefit you wish to achieve with this project. Describe in specific terms the threat to public health and safety, and/or security, the environment, the performance of the system, or the local economy that the project will avert, or describe the opportunity that the local government will capture by taking the proposed action at this time. Use this section to describe the project **NEED AND SOLUTION**.

### **2. Emergency Applicants (No Points): The Public Works Board defines an Emergency as**

**“A public works project made necessary by a natural disaster, or an immediate and emergent threat to the public health and safety due to unforeseen or unavoidable circumstances.”**

**Describe:**

- The nature of the emergency in terms of a natural disaster or other unforeseen and unavoidable circumstances beyond the control of the local government.
- The nature and extent of the threat to the public health and safety, including:
  - ◆ the number of people affected,
  - ◆ area affected, etc.
- Whether the situation is presently causing substantial harm, or whether and how it poses an emergent threat to life and property or both.
- Why this problem needs to be addressed before the next regular application cycle for Public Works Trust Fund Construction loan funds.

### **3. Planning Applicants (No Points):**

Describe the conditions the community wants to create, enhance, or change. Describe the community's situation, the opportunities or problems it faces.

**Project Need and Solution = Maximum of 34 points**

## Section 5: Local Management (Total Points = 60)

### General Instructions:

#### Local Management Performance:

**It is the policy of the Public Works Board to promote properly maintained, administered and managed infrastructure systems.** *Please Note: If you are applying for a storm water project but do not have a storm sewer system; you may refer to the road/street system when answering these questions. Or if you have a combined storm/sewer system, you may reference sewer system when answering these questions.*

There are two sections within the Local Management Performance section:

- A. Ready-to-proceed status
  - 1. For Construction Applicants (maximum of 6 points)
  - 2. For Pre-Construction Applicants (maximum of 6 points)
  - 3. Not required for Planning and Emergency Applicants
- B. Local Management Effort
  - 1. System Maintenance and Operations (maximum of 18 points)
  - 2. Administrative, Financial, and Planning (maximum of 18 points)
  - 3. System Capital Improvements (maximum of 18 points)
    - a. Each component has two questions, one dealing with past Improvements/Activities and one dealing with future Improvements/Activities.
    - b. A restorative option allows the jurisdiction to explain why it did not have four past Improvements/Activities or is not planning to make three improvements/Activities in the future.

Examples of when to use the restorative option:

- a. If the system was formed in the last year, it may not have past improvements. If the situation is adequately explained, the newly formed system may receive all of the points.
- b. A jurisdiction may not need to make capital improvements to the system in the next five years other than the proposed project.

#### Construction and Pre-Construction Applicants:

**This section is worth a total of 60 points.**

*Restorative Points may be awarded for the answer if the reason is legitimate and adequately explained*

#### Emergency Applicants:

**This section is not scored, but is required.**

### Important Notes:

- \* All questions are important and must be answered.
- \* All answers must stand-alone.
- \* Fill out all questions completely.
- \* Do not submit plans or similar documents, but clearly reference them.
- 1. Do not separate one Improvement/activity into multiple components. For example, if four streets are repaved under one contract, then the repavement project is considered one improvement, not four. However, if a system is being upgraded through a number of phases and each phase will be contracted for independently, then each phase is a separate improvement. If you have questions about making this determination, contact your Client Service Representative.
- 2. Do not use the same Improvement/activity more than once. A pipe replacement is either a maintenance project or a capital improvement project. It cannot be considered both.
- 3. Jurisdictions applying for storm sewer system improvements which do not have a storm sewer utility or which have created a utility in the last year may use road system improvements to respond to the Local Management Performance questions, or if you have a combined storm/sewer system, you may reference sewer system when answering these questions
- 4. Use a specific **START DATE** for all Improvements/Activities (month/year) for both past and future.
- 5. Cite four and only four Improvements/Activities in the past activity area, and three for future. The first four/three Improvements/Activities listed in the application will be used to determine the score for the question.
- 6. Include planning activities in the Administrative & Financial/Planning Section.
- 7. If a system is taking over another system, use the "history of the system that is acquiring the system" to respond to the appropriate questions.

**A. Readiness-To-Proceed (Maximum of 6 points)****1. For Construction Applications only**

Readiness-To-Proceed (6 points maximum)

Applicant certifies that engineering/design is complete	<input type="checkbox"/>
Applicant certifies that engineering/design has started	<input type="checkbox"/>
Applicant certifies that resources for engineering/design are committed/secured	<input type="checkbox"/>
Project is in concept stage	<input type="checkbox"/>

**2. For Pre-Construction Applications Only**

Readiness-To-Proceed (6 points maximum)

Applicant certifies that project will get permits approved	<input type="checkbox"/>
Applicant certifies that project will complete engineering/design	<input type="checkbox"/>
Project is in approved plan	<input type="checkbox"/>
Project is in concept stage	<input type="checkbox"/>

*(Applicant certifies by signing the Applicant Certification form on page 26)*

**B. Local Management Effort (Maximum of 54 points)****1. System Maintenance & Operations = Maximum of 18 points****(All responses must be for the system which you are applying for financial assistance)**

Describe four (4) distinct improvements made to the system or activities performed on the system or on-going activities undertaken by the system in the past, and three (3) in the future that maintain or improve the system's reliability or performance. Be sure to indicate the **START** month and year that the examples began or occurred or will begin or occur.

Past Improvement/activity From January 1, 2001 to application submittal	Start Date: Month/Year
1.	
2.	
3.	
4.	

Restorative: If you are unable to give four examples, please explain why:

Future Improvement/Activity Application submittal to December 31, 2011	Start Date: Month/Year
1.	
2.	
3.	

Restorative: If you are unable to give three examples, please explain why:

**2. Administrative, Financial, and Planning = Maximum of 18 points**  
**(All responses must be for the system which you are applying for financial assistance)**

Describe four (4) distinct improvements or on-going activities or planning processes undertaken by the system in the past, and three (3) in the future that maintain or improve the system's financial, administrative and/or planning status. Be sure to indicate the **START** month and year that the examples began or occurred or will begin or occur.

Past Improvement/Activity From January 1, 2001 to application submittal	Start Date: Month/Year
1.	
2.	
3.	
4.	
Restorative: If you are unable to give four examples, please explain why:	
Future Improvement/Activity Application submittal to December 31, 2011	Start Date: Month/Year
1.	
2.	
3.	
Restorative: If you are unable to give three examples, please explain why:	

**3. System Capital Improvement = Maximum of 18 points****(All responses must be for the system which you are applying for financial assistance)**

Describe four (4) distinct capital projects undertaken in the past, and three (3) projects in the future that maintain, improve, or expand the system. Be sure to indicate the **START** month and year that the examples began or occurred or will begin or occur.

Past Improvement/Activity From January 1, 2001 to application submittal	Start Date: Month/Year
1.	
2.	
3.	
4.	

Restorative: If you are unable to give four examples, please explain why:

Future Improvement/Activity Application submittal to December 31, 2011	Start Date: Month/Year
1.	
2.	
3.	

Restorative: If you are unable to give three examples, please explain why:



## APPLICANT CERTIFICATION

WHEREAS, [REDACTED], is applying to the Washington State Public Works Trust Fund program for a low-interest loan for an eligible project; and

WHEREAS, RCW 43.155.070 requires that applicants planning under RCW 36.70A.040 must have adopted comprehensive plans in conformance with the requirements of chapter 36.70A RCW, and must have adopted development regulations in conformance with the requirements of chapter 36.70A RCW; and

WHEREAS, RCW 70.95 requires a comprehensive Solid Waste Management plan be adopted by the city or county; and

WHEREAS, RCW 43.20.050, requires that applicants have a current water system plan; and

WHEREAS, the applicant certifies that it has a currently adopted plan for each and every one of the systems it owns and operates and that these plans fully conform to the specifics within this application; and

WHEREAS, RCW 43.155.070 requires that county and city applicants must have adopted the local optional one-quarter of one percent Real Estate Excise Tax, as described in Chapter 82.46 RCW; and

WHEREAS, the applicant states that their Capital Facility Plan is consistent with the Comprehensive Land Use Plan of the jurisdiction in which they provide service; and

WHEREAS, the local governing body has approved submission of this application for a Public Works Trust Fund loan; and

WHEREAS, the applicant recognizes and acknowledges that the information in the application forms is the only information, which will be considered in the evaluation and/or rating process. Incomplete responses will result in a reduced chance of funding. In order to ensure fairness to all, the Public Works Board does not accept any additional written materials or permit applicants to make presentations before the Board; and

WHEREAS, it is necessary that certain conditions be met as part of the application process; and

WHEREAS, RCW 43.155.060 requires that the project will be advertised for competitive bids and administered according to standard local procedure; and

WHEREAS, the loan will not exceed the maximum amount allowed by the Board of eligible costs incurred for the project; and

WHEREAS, any loan arising from this application constitutes a debt to be repaid, and (Person/title) [REDACTED] has reviewed and concluded it has the necessary capacity to repay such a loan; and

WHEREAS, the information provided in this application is true and correct to the best of the government's belief and knowledge and it is understood that the state may verify information, and that untruthful or misleading information may be cause for rejection of this application or termination of any subsequent loan agreement(s); and

NOW THEREFORE, [REDACTED] (name of local government) certifies that it meets these requirements, and further that it intends to enter into a loan agreement with the Public Works Board, provided that the terms and conditions for a Public Works Trust Fund loan are satisfactory to both parties.

Signed:	
Title:	
Phone Number:	
Date:	
ATTEST:	

**CERTIFICATION BY PREPARER OF APPLICATION  
(Staff Member or Consultant)**

WHEREAS, [REDACTED] has prepared this application for a Washington State Public Works Trust Fund loan; and

WHEREAS, the preparer recognizes and acknowledges that the information in this application is the only information that will be considered in the evaluation and/or rating process. Incomplete responses will result in a reduced chance of funding, and that in order to ensure fairness for all, the Public Works Board does not accept any additional written materials or permit applicants to make presentations before the Board; and

WHEREAS, the information provided in this application is true and correct to the best of the preparer's belief and knowledge; and

NOW THEREFORE, [REDACTED] recognizes and acknowledges the above declarations and certifies that this application meets the above requirements.

Signed:	
Title:	
Phone Number:	
Date:	
ATTEST:	

**Application Checklist**  
(for your own use – you do not have to submit)

- ☐ Are you using the correct application  
(2006-2007) PWTF Program Application
- ☐ Have all questions that apply to the project you are  
requesting funds for been answered?
- ☐ Have you attached a Project Map?
- ☐ Has someone reviewed the application?
- ☐ Have you attached any relevant resolutions or  
ordinances?
- ☐ Have you signed the Applicant Certification?
- ☐ Have you signed the Preparer Certification?
- ☐ Have you made and included the appropriate copies  
and 1 original?

**PWTF**  
**PROJECT REVIEW SHEET**  
HISTORIC & CULTURAL RESOURCES REVIEW

**PROJECT NAME:** \_\_\_\_\_

**Applicant/Jurisdiction:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Phone/ FAX:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**County:** \_\_\_\_\_

**Requesting Agency:**

Contact:

Enid Melendez

Organization

Address:

711 Capital Blvd.

PO Box 48319

City, State, Zip:

Olympia, Washington 98504-8319

Phone:

(360) 586-4131

**PLEASE DESCRIBE THE TYPE OF WORK TO BE COMPLETED**

(Be as detailed as possible to avoid having to provide additional information)

☐ **Provide a detailed description of the proposed project:**

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☐ **Describe the existing project site conditions:**

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**Check if project is being constructed at or near a tribal lands.**

**Check if project is being constructed at or near a known religious or cultural significant area.**

**Check if project is being constructed at or near a large body of water.**

**Check if building(s) will be demolished and/or altered. If so please complete an OAHF Determination of Eligibility "EZ2" form for each building effected by the proposed project.**

**PLEASE ATTACH A COPY OF THE RELEVANT PORTION OF A 7.5 SERIES  
USGS QUAD MAP AND OUTLINE THE PROJECT INMACT AREA.**  
(USGS Quad maps are available on-line at [http: www.topozone.com](http://www.topozone.com))

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### Project Location:

**Township:\_\_\_\_\_**

Range: \_\_\_\_\_

Section: \_\_\_\_\_

**Address:**

City:

**County:**

**place Map Here**

